

# **ADDENDUM #1**

## **Department of Buildings and General Services Property Management Services Division**

### **REQUEST FOR PROPOSALS**

To buy, lease, subdivide, convert to condominiums, or any combination thereof, the real property located at: 1193 North Avenue, Burlington, Vermont and commonly known as the former Thayer School building

**Date of original RFP:           October 8, 2008**

**Date of Addendum #1:       November 20, 2008**

TO ALL POTENTIAL BIDDERS:

This Addendum consists of 2 pages

Acknowledge receipt of this Addendum by entering its number and date on the Proposal Form. This Addendum forms a part of the Contract Documents and modifies them as follows:

#### Item

1. New point of contact:

name:	Robin L. Orr
telephone:	(802)828-1115
e-mail:	robin.orr@state.vt.us
fax:	(802)828-6501

2. New deadline for the submission of questions:   December 1, 2008

3. New deadline for the submission of proposals:   December 22, 2008

4. The document entitled "DMV space requirements" that was distributed in the original informational packet is hereby superseded and should be replaced by the new document entitled "DMV space requirements – Amended 11/20/08"; see following page.

## **DMV space requirements Amended 11/20/08**

Staffing: DMV currently has 4 temporary employees, 2 permanent part-time employees, 2 examiners, 17 customer service employees, and one supervisor at this location.

Indoor space: DMV currently has **7600** square feet, including the uses described below (please note that this has changed from the original posting; this figure represents gross square footage, including common space).

1. Telephone room
2. Lunch/Break room with operational kitchenette; must be large enough to provide space for refrigerator and coffee dispenser which is provided by staff personnel.
3. Enforcement/investigators' office
4. Supervisor's office
5. Conference room
6. Bathroom facilities for use by the general public
7. Two separate "staff only" bathrooms
8. Secure storage/safe room -- currently 8.5' x 8.5'; needs to be expanded by ~2' to accommodate additional computer equipment and supplies
9. Exam office for written exams with an attached testing room (glass needs to be included)
10. Exam office for road tests, separate from the written test area, with separate waiting area for 4 to 5 applicants
11. Information desk; must be situated in a separate room (like the current set-up here)
12. Waiting room area with seats for 45-50 people; must be well-lit and environmentally sound
13. Two (2) photo areas, both equipped for handicap access
14. "Panic-button" alarm system that rings to the Burlington Police Department

Outdoor space:

1. Six (6) road test parking spaces, designated with separate signs
2. Three (3) spaces for T-10 verification purposes, designated with a separate sign
3. Four (4) handicap parking spaces, designated with separate signs
4. Lighting: currently there are 4 light posts in the parking area with two lights each; improved lighting is desired throughout the parking areas

Anticipated needs:

- Security cameras are desired in all parking areas.
- Future staffing: we will be implementing the Enhanced Drivers License Program in early 2009. This will initially occur in Montpelier only but eventually will roll out to all offices. Thus space to grow to accommodate the potential need for 1 additional photo capture work area and 1-2 additional employees is required.

**END OF ADDENDUM # 1**